



Forty Hill C of E Primary School

Visitor/Parent Code of Conduct

Forty Hill CE Primary School aspires to be a welcoming, supportive and inclusive school, providing a broad and balanced curriculum for its pupils as we aim to equip them for life in the 21st Century. As a school, we value when all members of the school community work together and recognise that educating children is a process that involves a partnership between parents, staff and the whole school community. As part of this partnership, we welcome and encourage parents and carers to participate fully in the life of our school.

The purpose of this Code of Conduct is to share the expectation that everyone who enters our learning communities, including parents, staff, governors, visitors and pupils, will abide by our values and demonstrate our expected standard of behaviour.

Our staff will be polite and courteous towards all at all times. If a member of staff has behaved in an unacceptable way, and the matter cannot be directly and maturely resolved, any discussion should be stopped immediately and the matter reported in writing to the Headteacher or Chair of Governors. The matter will be investigated and both views heard, and the Head or Chair will seek to resolve your complaint in the context of our culture of Christian forgiveness and mutual understanding.

In return, it is our expectation that all parents, governors, visitors and pupils will be polite and courteous to all staff. We recognise that the circumstances of our child's education can provoke strong feelings, however staff are not to be abused. If staff are subjected to unacceptable behaviour, they too have been instructed to end the discussion, calmly explaining their reason for doing so, and the person behaving inappropriately will be asked to leave the premises immediately. The circumstances will be investigated where both views can be heard, and a letter confirming the reasons for being asked to leave and the resulting action that we intend to take as a result will be sent. An opportunity to discuss the matter in a calm and civil manner will be offered in order to find a resolution. If the incident is particularly serious - or is repeated – the Headteacher and School Governors reserve the right to withdraw license to be on school premises.

Forty Hill CE School follows the Enfield Local Authority Statement of Expected Behaviour and adheres to the Visitor Behaviour Policy (available on our school website).

We therefore expect parents, carers and visitors to:

- Understand that both teachers and parents need to work together for the benefit of their children
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour
- Listen to both a child's version of events and the school's view in order to help bring about a peaceful resolution to any conflict
- Take responsibility to correct their own child's behaviour, especially in public, where otherwise the behaviour could lead to conflict, aggressive behaviour or unsafe behaviour
- Approach the school in a positive manner to help resolve any issues of concern
- Park carefully and in good time for the safety of the children, yourself and all road users, by avoiding parking, waiting or stopping in areas presently indicated by "zigzags," double yellow lines or in front of the school's gates, which must be kept clear at all times. Forty Hall or Jesus Church Car Park are the nearest places to park safely

- Not bring animals onto school grounds for health and safety reasons, unless it is for educational purposes and with the express prior permission from the Headteacher

The Governing Body of Forty Hill CE School agrees that the following behaviours are unacceptable, will not be tolerated and will be challenged. This should be seen as illustrative and not an exhaustive list:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or any other area of the school grounds
- Swearing, spitting, using loud or offensive threatening words or gestures, or any other behaviour deemed as anti-social
- Shouting or speaking in an aggressive or confrontational manner
- Threatening to harm a member of school staff, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence
- Physical intimidation and the use of force such as pushing, pulling, poking, prodding, etc.
- Using physical or verbal aggression towards another adult or child. This includes physical punishment against your own child on school premises
- Using racist, sexist, homophobic or ageist comments
- Damaging or destroying school property
- Sending abusive or threatening e-mails, text/voicemail/phone or social media messaging, or any other form of written communications to parents, pupils or staff
- Defamation of the school or staff character on Facebook or other social networking sites, including WhatsApp or using social media to single out, intimidate or fuel disagreements
- Approaching someone else's child in order to discuss or chastise them because of their actions towards your own child
- Smoking and consumption of alcohol or other drugs whilst on school premises or trips

The Headteacher is expected by the Governing Body of the school to be responsible for the wellbeing of the whole school community, pupils, staff and visitors included. Staff, pupils and other parents and visitors must not be exposed to unacceptable behaviour from any visitor to the school no matter how frustrated or upset they may be. Should any of the above behaviours occur on school premises, the Headteacher reserves the right to take whatever action they deem necessary to prevent any repeat, including restricting access to the school site in some circumstances and reporting to the Police.

We trust that all those in our school community will play their part in implementing this policy and providing a positive example to our children, and we thank you for your continuing support.

Accepted by the Governing Body: June 2017

Review Date: June 2019